

Suspicious Letter or Package

1. Do not shake or empty the contents of any suspicious envelope or package.
2. DO NOT try to clean up powders or fluids.
3. Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
4. If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
5. Then leave the room and close the door, or section off the area to prevent others from entering (**keep others away**).
6. Wash your hands with soap and water to prevent spreading any powder to your face or skin.
7. What to do next?
 - > If you are at home, immediately call 911.
 - > If you are at work, report the incident to your supervisor or building security official, at which time a call will be placed to 911.
8. If possible, list all people who were in the room or area when this suspicious letter or package was recognized.
9. Remove heavily contaminated clothing and place in a plastic bag that can be sealed; give the bag to law enforcement personnel.
10. Shower with soap and water as soon as possible. Do not use bleach or disinfectant on your skin.